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MEMORANDUM FOR: Office of the Deputy Director (Support)

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ATTENTION:

Mr. [REDACTED]

SUBJECT:

Deputy Director (Support) Mail Control

1. There is attached a Staff Study concerning the handling of mail for the Office of the Deputy Director (Support) after the Director's Office moves to South Building. This study was prepared by Messrs. [REDACTED] and [REDACTED] of our Records Management Division, and they will be available to assist in implementing any of the recommendations which are approved.

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[REDACTED]
Chief, Management Staff

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Attachment

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